Chapter 7

Using the Software to Prepare Your Consolidated Plan

Introduction

The Consolidated Plan Grantee Version of C2020 is provided to you, a HUD grantee, so that you can research and organize the information that you need when submitting your Consolidated Plan and Annual Action Plans. Grantees are able to present large amounts of complex planning information in a way that the people they serve can easily understand.

This chapter explains how to use the forms available under the Grantee Section on the Main Menu to prepare and submit your projects and activities to HUD. You will learn how to load your system with a previous year's data, then update the data using the various forms. Finally, you will learn how to view maps of your data and prepare the electronic submission of your Consolidated Plan or Annual Action Plan to send to your HUD Field Office.

Requirements for Chapter 7

This chapter requires that you have the Consolidated Plan Grantee Version of the software installed on your computer. If you are not responsible for submitting the Consolidated Plan for your community, you will not need to do this chapter.

Problem Statement

You are a new hire at the planning department in City X. Your first task is to prepare the necessary forms and documentation for your city's Consolidated Plan. Your supervisor has presented you with C2020 software, and has given you a 5-day deadline to complete a final draft. How do you get started?

IN THIS CHAPTER

What You Will Learn in Chapter 7

- In Exercise 1 you will learn how to set up your system to begin entering grantee data. You will learn the concept of the "Working Plan Year."
- In Exercise 2 you will learn how to enter data into the Priority Needs forms.
- In Exercise 3 you will learn how to enter data for your proposed projects and how to manage your proposed projects. You will also learn how to use the SF-424 Form and the Funding Sources form.
- In Exercise 4 you will learn how to enter data into the State Method of Distribution screen. (State Grantee only.)
- In Exercise 5 you will learn how to view maps of your data and how to create a submission disk to submit your data to your HUD Field Office.

The Consolidated Plan: Brief Overview and Terms

What Is a Grantee?

The four major HUD/CPD entitlement programs assign different titles to those entities that receive funding through their programs. For the purposes of the *C2020 User's Guide* and this training manual, a "grantee" is a recipient of any funds under one of the four major HUD/CPD programs:

- Community Development Block Grant (CDBG).
- Emergency Shelter Grant (ESG).
- HOME Investment Partnership Program.
- Housing Opportunities for Persons with AIDS Program (HOPWA) (not including competitive grant recipients).

A grantee is a community, city, urban county, consortium, or State receiving CPD grant funds. This also includes HOME participating jurisdictions as well as all entitlement and nonentitlement grant recipients. A nonprofit organization that receives HUD funding through a city or local government is **not** a grantee.

The Consolidated Plan

The Consolidated Plan serves as both the grantee's planning document and its application for funding under any of the four major programs cited above. By replacing six planning and application submissions with a single document, the Consolidated Plan frees grantees from the overwhelming paperwork burdens that existed in meeting the requirements of the Comprehensive Housing Affordability Strategy (CHAS) and from the repetitive reporting of the same information that existed in the various application submissions.

The benefits derived from the Consolidated Plan exceed simple paperwork and regulatory reductions, however. They include the opportunity to have greater and more meaningful citizen participation in the actual development and implementation of strategies that, from a citizen's perspective, best meet the needs of their neighborhood and the community at large.

Federal, State, and local governments are now beginning to fully appreciate the importance of community inclusion that brings together citizens, businesses, community-based organizations, and other nonprofit groups. The very essence of consolidated planning is its comprehensive approach, which encourages a grantee to collaborate with all local parties interested in community development to help the grantee identify the community's needs as well as strategies for meeting those needs.

The Consolidated Plan Consists of the Following Six Parts:

1) Housing and Homeless Needs Assessment

A Housing and Homeless Needs Assessment describes the grantee's 5-year housing needs, including an estimate of the number of families by income groups for both renters and owners that are in need of housing. The assessment also describes the nature and extent of homelessness within the grantee's community. **Reference Sections 91.205, 91.305, and 91.405 of the January 5, 1995, Consolidated Submission for Community Planning and Development Programs Final Rule.**

2) Housing Market Analysis

A Housing Market Analysis describes the grantee's housing market, including an identification of racial/ethnic minorities and/or low-income family housing in concentrated areas. The analysis also asks for items such as the number and condition of public housing units and an inventory of homeless and special needs facilities within the grantee's jurisdiction. The analysis also must include the grantee's explanation of whether the cost of housing or the incentives to develop or improve housing are affected by public policy or other barriers to affordable housing. **Reference Sections 91.210, 91.310, and 91.410 of the January 5, 1995, Final Rule.**

3) Strategic Plan

A Strategic Plan is a composite of a grantee's priorities and an estimate of its allocation of resources for meeting its priorities. The plan contains a series of elements that grantees are required to address both in narrative form and through priority needs tables as prescribed by HUD. For example, the grantee must identify its priority housing and community development needs by ranking them as high, medium, low, or no such need and provide the estimated units produced by the identified priority as well as the money needed to address that particular priority.

The plan also calls for the grantee's description of its strategies for removing barriers to affordable housing, evaluating and reducing lead-based paint hazards, reducing the number of poverty-level families, and enhancing coordination between public and assisted housing providers and private and governmental service agencies. **Reference Sections 91.215, 91.315, and 91.415 of the January 5, 1995, Final Rule.**

4) Action Plan

An Action Plan is an annual description of the grantee's Federal and other resources that are expected to be available to address its priority needs and how the Federal funds will leverage other resources. The description will also include the activities that the grantee will undertake during the next year to address its priority needs. The plan also explains where the assistance will be directed by geographic area during the ensuing program year. **Reference Sections 91.220, 91.320, and 91.420 of the January 5, 1995, Final Rule.**

5) Certifications

A grantee is required to submit certifications relating to fair housing, its anti-displacement and relocation plan, a drug-free workplace, and other statutory and program requirements. **Reference Sections 91.225, 91.325, and 91.425 of the January 5, 1995, Final Rule.**

6) Monitoring

Monitoring in the form of a narrative describes the standards and procedures that the grantee will use to monitor activities that it will carry out in advancing its plan. **Reference Sections 91.230, 91.330, and 91.430 of the January 5, 1995, Final Rule.**

Submission Dates

Generally, the grantee should submit its Consolidated Plan to HUD at least 45 days before the start of the grantee's program year, except in cases involving a newly eligible jurisdiction under the HOME program and where HUD grants an extension for good cause. However, under no circumstances will HUD accept a submission earlier than November 15 or later than August 16 of the Federal fiscal year for which the grant funds are appropriated. Failure to submit the plan by August 16 will automatically result in the grantee's loss of its CDBG funds.

The grantee's Action Plan and certifications must be submitted on an annual basis with the complete Consolidated Plan submission according to a period specified by the grantee, but in no case will that submission be less frequent than every 5 years. **Reference Section 91.15 of the January 5, 1995, Final Rule.**

Preparing Consolidated and Action Plans

The Grantee Version of the C2020 software lets you identify yourself as a particular grantee and then manage your information about HUD programs and projects. This is done with a series of forms that make it easy to enter, review, and update the information needed for the Consolidated Plan or an Action Plan.

Submitting a Consolidated Plan or Action Plan

Computerizing the information in the Consolidated Plan has been one of the major accomplishments of HUD's planning process. C2020 is intended to support CPD's consolidated reporting requirements for the programs and to simplify the grant management process for all participants. When correctly used, the system will:

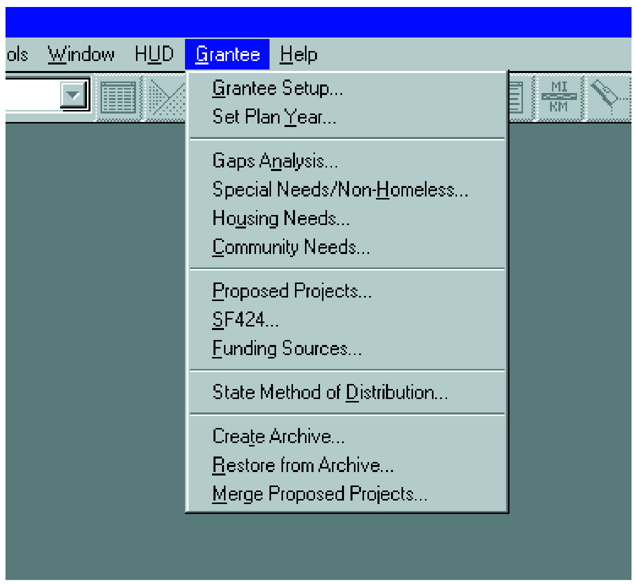
- Reduce the time necessary to produce reports;
- Provide more cost-efficient reporting;
- Increase the relevance of the reported information;
- Facilitate required reporting to Congress on activities and accomplishments; and
- Reduce duplication in reporting efforts.

Through the software, grantees can organize and present large amounts of complex planning information using computerized forms that citizens can easily access and understand. For the first time, interested parties do not have to be professional urban planners to understand data affecting their neighborhoods.

Introduction to Exercise 1: Setting the Working Plan Year

Now that you are familiar with the basics of the Consolidated Plan, you will see how the Consolidated Plan Grantee Version of C2020 can assist you in reporting the data that you must submit to your HUD Field Office. The remaining exercises in this chapter take you on a tour of the features available on the Grantee item on the Main Menu. (**Note:** If you cannot find the Grantee item on your Main Menu, then you do not have the Consolidated Plan Grantee Version of C2020 installed on your machine.) The Grantee menu has five frames of options. Exercises in this chapter show you how to use each frame of options.

In this exercise we will look at the two items in the first frame of the Grantee menu—Grantee Setup and Set Plan Year.



When you open the Consolidated Plan Grantee Version of C2020 for the first time, one of the first images that you will see is the Grantee Setup screen. This screen asks you to indicate which grantee you are. Chances are by now you have already gotten past this screen and are beyond the setup stage of using the software, so in this exercise we will show you how to get back to this screen to verify your grantee information on the Grantee Setup screen and how to use the Set Plan Year screen.

What You Will Learn in Exercise 1

In this exercise you will learn:

- The meaning of the term "Working Plan Year."
- How to access the **Grantee Setup** screen and indicate your grantee name.
- How to access the **Set Plan Year** screen and indicate the year for which you are reporting.

The "Working Plan Year" serves as the identifier for the set of data files you are currently working on in C2020. The Working Plan Year is described in terms of two elements: a grantee and a year. The set of grantee data files you work with in C2020 is unique to that Working Plan Year and you can work on only one Working Plan Year at a time.

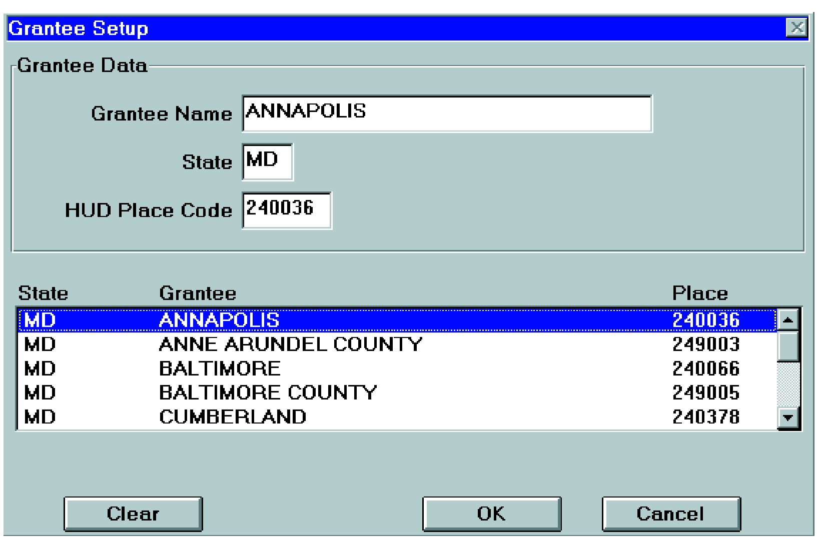
For example, if you are keying in data on your computer for the City of Baltimore for the year 1998, your current Working Plan Year is "City of Baltimore—1998." The following year, when you begin working on the 1999 Action Plan, you will Set Plan Year to 1999 and bring forward the Working Plan Year data so that you do not have to start from scratch when entering data. Your Working Plan Year is then "City of Baltimore—1999." You then proceed to modify that data appropriately to reflect the information for the new program year.

Steps

To tell your software the Working Plan Year you must enter the Grantee Setup form to indicate the grantee and the Set Plan Year form to indicate the year. The following steps will guide you through that process. (**Note:** If you are a State grantee, use the special setup instructions in exercise 4.)

1. Go to the Main Menu and ***select Grantee, Grantee Setup.*** The Grantee Setup dialogue box will appear. For the purposes of this exercise, ***enter the postal abbreviation "MD"*** in the State edit box. ***Press the Enter key.*** C2020 displays the matching grantees.

2. ***Click on the grantee name "Annapolis" in the Grantee list.*** C2020 will complete the entries in the Grantee Name, State, and HUD Place Code edit boxes. (**Note:** If your grantee name is not on the grantee list you will need to enter the full information in the Grantee Name, State, and HUD Place Code boxes.)



3. ***Click OK.***

TIP

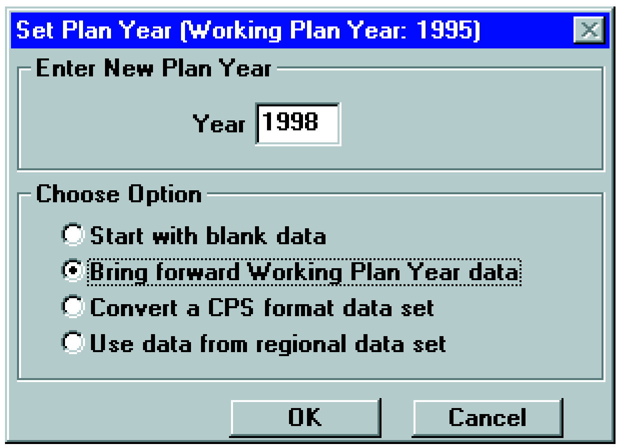
You do not need to know your HUD Place Code. Just click on your grantee name in the lower portion of the dialog box, and all fields wil fill automatically.

The following steps to Set Plan Year assume that you have used your computer for providing grantee data in the past so that it, therefore, already has Working Plan Year data. In this case you bring forward that data into the next Plan Year. If this is not the case, you can choose to start with the data set that you created for your 1995 Consolidated Plan. This data was created in a software called the Consolidated Planning Software (CPS) and the data was sent to your HUD Field Office on a diskette. If you have a copy of this diskette, you can skip to step 9 which shows you how to load this data onto your machine as the working plan year data.

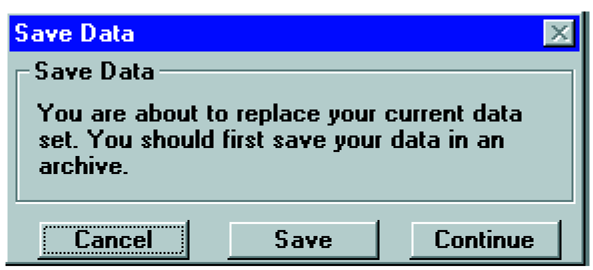
To Set The Plan Year If Your Computer Already Has Working Plan Year Data

4. ***Choose Grantee, Set Plan Year,*** to display the Set Plan Year dialog box.

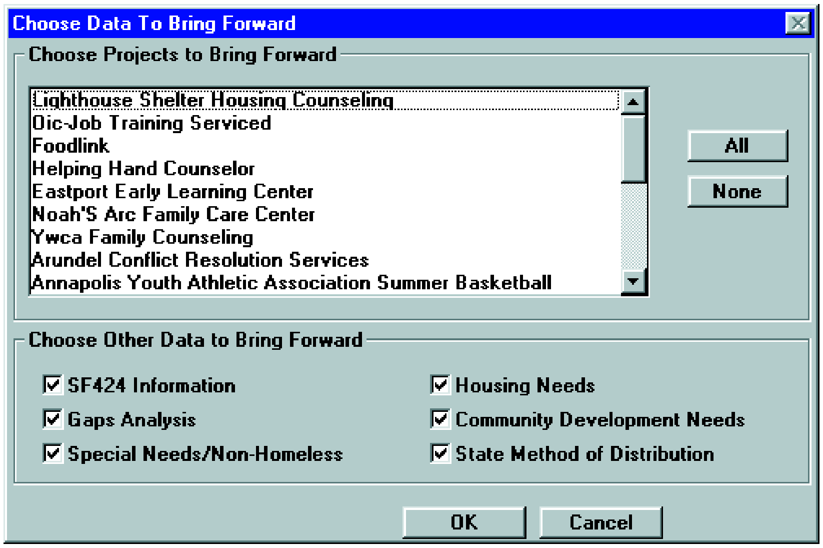
5. ***Enter 1998*** as the new Plan Year. ***Choose the option Bring forward Working Plan Year data*** from the radio buttons as shown below:



6. ***Click OK.*** C2020 displays the Save Data dialog box.



7. ***Click on the Continue button*** to display the Select Data To Bring Forward dialog box as shown below. (**Note:** If you click on Save, C2020 displays the Save Data Archive As dialog box. Then you would enter the name of the file for saving grantee data, and click OK.)



8. ***Click on the All button*** to select all the projects to bring forward into the new year. ***Click OK.***

Note:

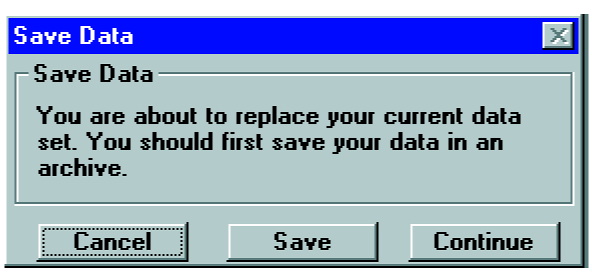
To select several projects, you would click on an item to select it; or you could drag to select a group of items; or you could click to make a selection, press CTRL, then click to select items that are separated in the list.

To Set the Plan Year If You Wish To Start With CPS Format Data

9. ***Choose Grantee, Set Plan Year,*** from the Main Menu to display the Set Plan Year dialog box. (**Note:** If you are starting C2020 for the first time, or if you used the Grantee Setup dialog box to change to a different grantee, the Set Plan Year dialog box will be displayed automatically when you finish setting up your grantee information.)

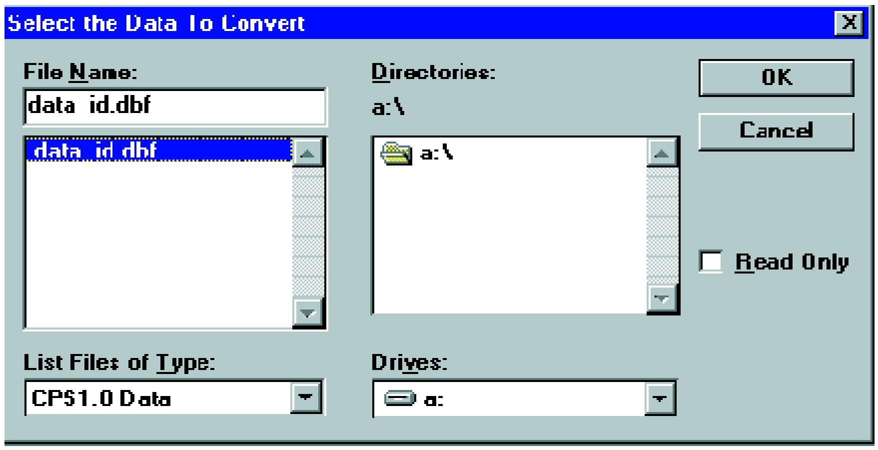
10. ***Enter the year of the CPS HUD Data disk (1997) as the Current Plan Year. Choose the option Convert a CPS Format Data Set from the radio buttons.***

11. ***Click OK.*** C2020 displays the Save Data dialog box.



12. Since you do not yet have data entered into the software, ***click on the Continue button*** to display the Select the Data To Convert dialog box.

13. C2020 displays the Select the Data To Convert dialog box. ***Make the choices indicated below and select OK.*** The software converts most of the CPS data into the C2020 format. (**Note:** C2020 will convert your SF-424 and Proposed Project forms and much of the data in the needs analysis forms.)



This operation may take some time, depending on the number of CPS projects being converted.

Introduction to Exercise 2: Using the Priority Needs Forms

Now that you have defined the Working Plan Year, you can begin to capture the data for your submission to HUD by using the seven forms (eight for a State grantee) on the Grantee Main Menu item. In this exercise we cover the first four forms—the Priority Needs forms—and the next two exercises cover the other four forms.

What You Will Learn in Exercise 2

In this exercise you will learn:

- How the Priority Needs forms contribute to the consolidated planning process;
- The function of each of the four Priority Needs forms and how to locate and enter information into the forms.

Priority Needs' Role in the Consolidated Planning Process

There are two parts to the consolidated planning process:

- Preparing the plan;
- Taking action.

In preparing the plan there are two steps:

- Analyzing needs;
- Defining objectives to meet those needs.

The results of the needs analysis are entered on the four needs analysis forms located on your grantee menu. The needs are grouped into 12 priority needs. Three forms each describe one priority need. The fourth form, the Community Development Needs form, describes nine categories, each of which is a priority need.

Needs Analysis Form	Priority Need
Continuum of Care: Gaps Analysis	Homeless & HIV/AIDS
Special Needs/Non-Homeless	Special Needs/Non-Homeless
Priority Housing Needs	Housing
Anti-Crime Development Needs	Anti-Crime Program, Economic Development, Infrastructure, Planning and Administration, Public Facilities, Public Services, Senior Programs, Youth Programs, Other

Each priority need has an **objective** that summarizes how the priority need will be met. At a minimum, the grantee should identify specific, measurable objectives developed according to statutory goals to provide decent housing and a suitable living environment, and to expand economic opportunity for low- and moderate-income persons. Each objective must identify proposed accomplishments in quantitative terms over a specific time or in other measurable terms as defined by the grantee.

To Use The Continuum of Care: Gaps Analysis Form

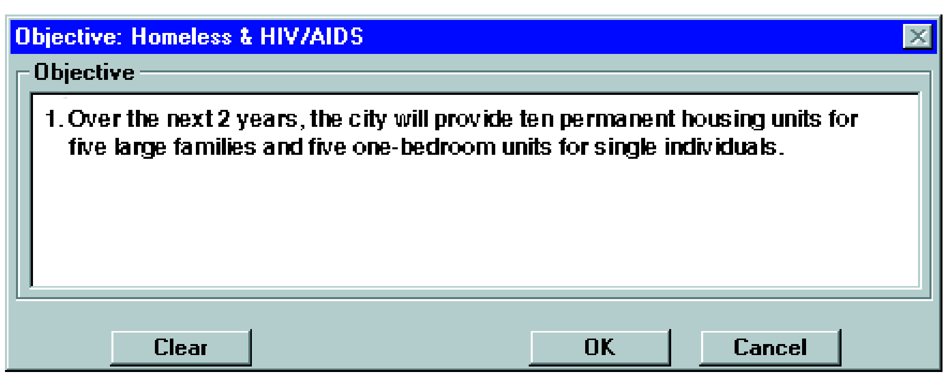
The Continuum of Care: Gaps Analysis form provides an analysis of the grantee's unmet homeless needs, or gaps. This is done by comparing the grantee's current inventory of homeless facilities and supportive service slots with the estimated need within each inventory category. The unmet need/gap is then determined by subtracting the current inventory from the estimated need. The form includes the categories for the three types of housing (emergency shelter, transitional housing, and permanent housing), for supportive service slots (such as job training and case management), and for sub-populations (such as chronic substance abusers and veterans).

For each category on the form, you can enter the estimated needs and the current inventory. C2020 calculates the gap and totals the columns in each section of the form as data are entered. You can assign a relative priority of high, medium, low, or none. You can also skip a category and leave its entries blank if there is no estimated need or current inventory.

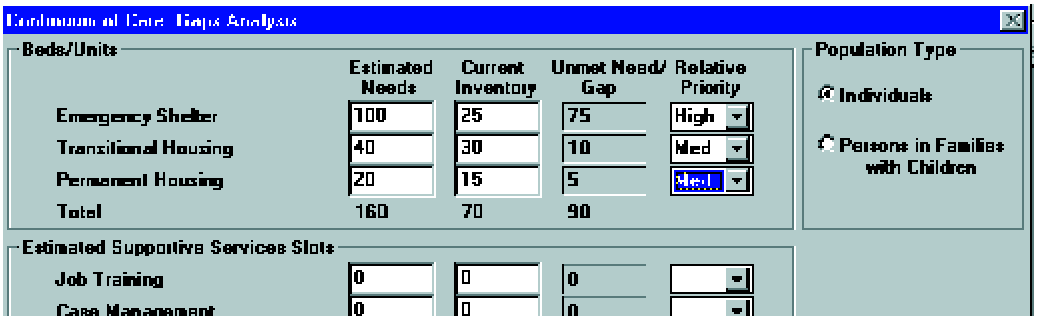
The following steps show you how to enter information into the Gaps Analysis form.

1. ***Choose Grantee, Gaps Analysis,*** to display the Continuum of Care: Gaps Analysis dialog box.
2. ***Click on the Objective Button*** in the lower right corner. **Type the following** in the Objective window as an example of a local objective for meeting homeless needs:

   "1. Over the next 2 years, the city will provide ten permanent housing units for five large families and five one-bedroom units for single individuals."
3. The screen should appear as shown below:

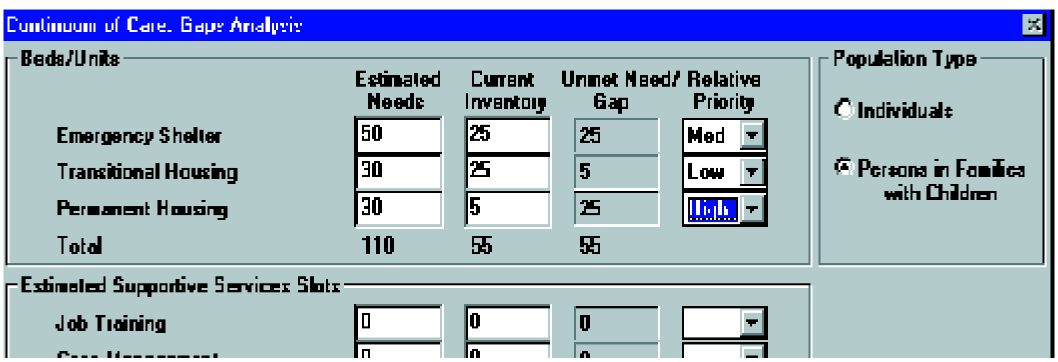


4. ***Click OK*** to close the objective dialog box. **Choose an option** from the radio buttons (located in the top right corner) for Individuals. **Enter the Estimated Needs and Current Inventory, then select the Relative Priority as shown below.**



As a grantee, you would continue to fill in all relevant categories on the Gaps Analysis form. However for the purposes of this manual, only the Beds/Units needs category will be completed.

5. Next you will ***select the radio buttons for Persons in Families with Children.*** **Enter the Estimated Needs and Current Inventory, then select the Relative Priority as shown below.** When you finish entering data, ***click OK.***

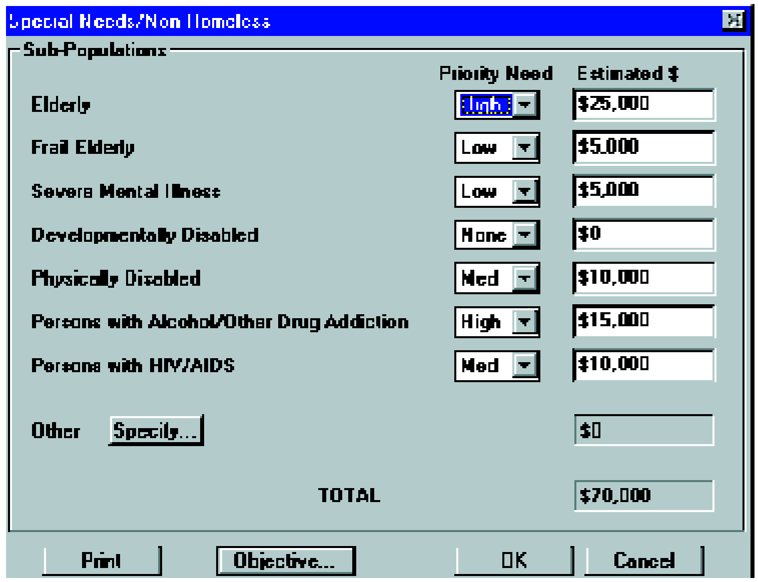


To Use the Special Needs/Non-Homeless Form

This form reflects the special needs for sub-populations of the non-homeless during the time designated in the Strategic Plan. In addition to the listed sub-populations, you can add other groups in need. You can rank each sub-population category as having a priority need of high, medium, low, or none, and assign the estimated dollar amount required to properly address the priority need. C2020 calculates a total estimated cost for your non-homeless special need.

The following steps show you how to enter information into the Special Needs/ Non-Homeless form.

6. ***Choose Grantee, Special Needs/Non-Homeless,*** to display the Special Needs/Non Homeless dialog box. Enter the Estimated Needs and Current Inventory, then **select the Relative Priority as shown below.** Then ***click on the Objective button*** and add your objective.



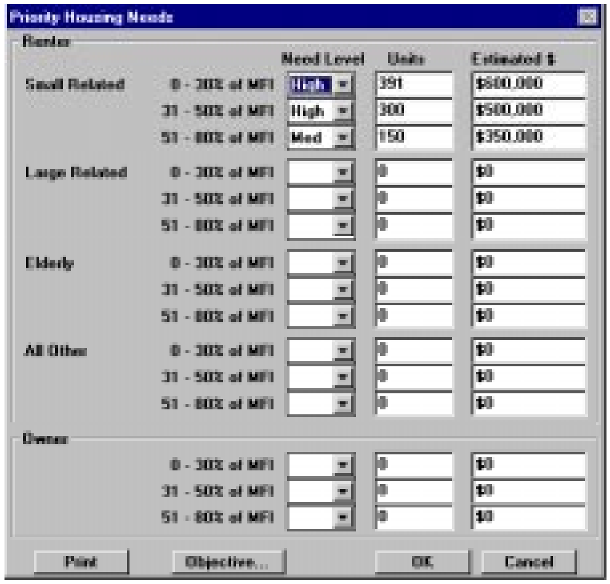
Click OK when the form is completed.

To Use the Priority Housing Needs Form

This form provides information on the housing needs of small, large, elderly, or other renter households. Each housing need is ranked with a need level of high, medium, low, or none, based on the need that the grantee's community has or will have during the time designated in its Strategic Plan. The form provides information on the estimated number of households in need of assistance and the estimated cost to correct the priority housing need. The information on the housing needs of owners is shown with the same median family income ranges as those shown for renters.

The following steps show you how to enter information into the Priority Housing Needs form.

7. ***Choose Grantee, Housing Needs,*** to display the Priority Housing Needs dialog box. **Select the Need Level** and enter the number of units and estimated dollars, then **select the Relative Priority** as shown below.



8. ***Click on the Objective Button.*** Place the cursor inside the Objective box and ***type in the following text*** as an example of a local objective for meeting priority housing needs separately for rental and owner-occupied housing:

"Affordable Rental Housing

1. Rehabilitate or construct affordable rental housing units for 50 extremely low-, 60 low-, and 40 moderate-income households by June 30, 2005. Annual goal = 10 extremely low-, 12 low-, and 8 moderate-income households.

Expand Homeownership

1. Assist 20 extremely low-, 40 low-, and 50 moderate-income households by June 30, 2005, to achieve homeownership. Annual goal = 4 extremely low-, 8 low-, and 10 moderate-income households."

(**Note:** All pertinent objectives should be included and annual program year goals projected for each objective. The objective should identify the number of renter and owner families that will be assisted with housing, including the number of extremely low-, low-, and moderate-income families.)

When you are finished entering your data and the objective, ***click OK.***

To Use the Community Development Needs Form

This form provides information on the nine categories of Community Development needs that the grantee has or will have during the time designated in the Strategic Plan. The nine categories are: Anti-Crime Programs, Economic Development, Infrastructure, Planning and Administration, Public Facilities, Public Services, Senior Programs, Youth Programs, and Other. Each category has an objective.

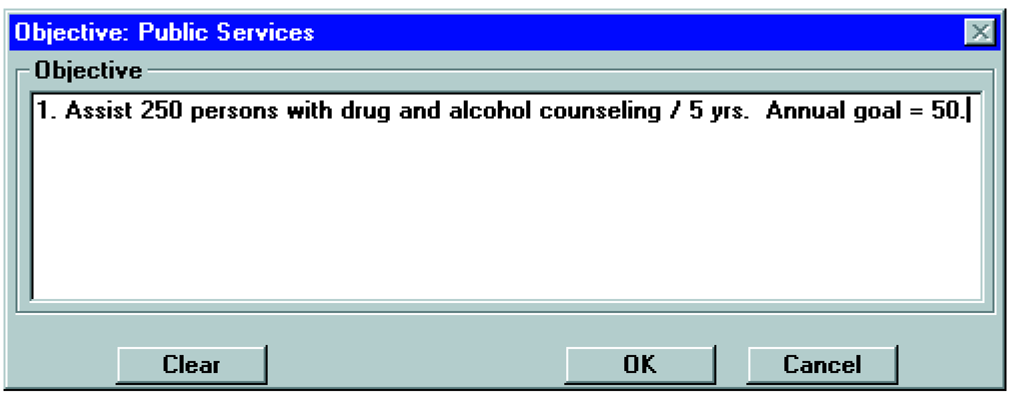
This form provides information on the sub-categories, which present a more detailed description of the categories. The form also shows the estimated units of measure for the particular designated category or sub-category, and the money needed to address that category or sub-category.

The following steps show you how to enter data into the Community Development Needs form.

9. ***Choose Grantee, Community Needs,*** to display the Community Development Needs dialog box. Enter the Estimated Needs and Current Inventory, then select the Relative Priority.

10. ***Next, click on the Objective button. Type in the following text*** as an example of a local objective for meeting public service needs:

    "1. Assist 250 persons with drug and alcohol counseling / 5 yrs. Annual goal = 50." (See illustration below):



(**Note:** Each Priority Need 1 Category has an objective that summarizes how the priority need will be met. At a minimum, the grantee should identify specific, measurable objectives developed according to statutory goals to provide decent housing and a suitable living environment, and to expand economic opportunity for low- and moderate-income persons. Each objective must be identified by number and contain proposed goals, time period, and annual program year goals.)

11. ***Select the following:***

Category—Public Services;

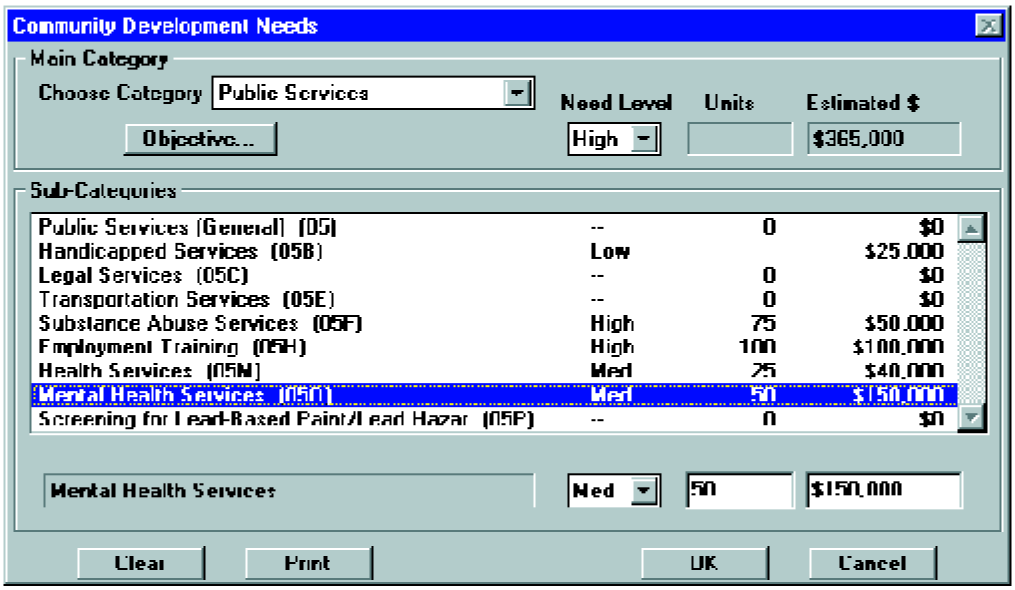
Need Level—High;

Sub-Category—Mental Health Services;

Sub-Category Need Level—Medium;

Number of Units—50;

Estimated dollars—$150,000.



12. Then ***Click OK.***

Introduction to Exercise 3: Using the Proposed Projects, SF-424, and Funding Sources Forms

After a grantee analyzes the priority needs of its community and sets an objective for each priority need, the grantee proposes projects to meet the objectives and satisfy the needs. Each proposed project addresses one priority need and is paid for by funding that includes money from at least one CPD entitlement program. The three forms covered in this exercise are where you will enter your project information and show how the projects will be funded.

What You Will Learn in Exercise 3

In this exercise, you will learn:

- The function of the four Proposed Projects forms and how to locate and enter information on the forms;
- How to manage Proposed Projects;
- The function of the Funding Sources form and how to use this form;
- The function of the SF-424 and how to use this form.

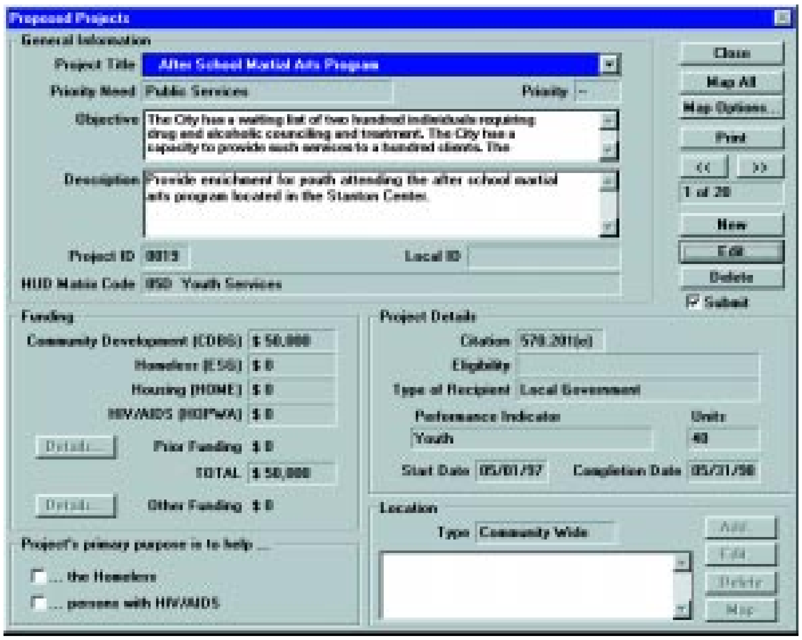
To Use the Proposed Projects Form

The Proposed Projects form is a two-part form in which the grantee identifies for each of its proposed projects the related priority need(s) that it has established over its 5-year Consolidated Plan. The grantee selects its identified need from a list of 12 priority needs categories. The needs categories are: Housing, Special Needs/ Non-Homeless, Homeless/HIV/AIDS, Public Facilities, Infrastructure, Senior, Youth, Anti-Crime, Economic Development/Opportunity, Public Services, Planning/ Administration, and Other.

The second part of the screen shows the link between the priority need(s) identified in the first part of the screen and the grantee's proposed project and corresponding project activities. The screen also shows the project's location and the grant funds requested as well as prior year and other funds available for the proposed project/ activity. Other project information includes accomplishments and the type of recipient.

In the following steps, you will learn how to open the Proposed Projects form and enter information into it.

1. ***Choose Grantee, Proposed Projects,*** to display the Proposed Projects dialog box. ***Choose the option "View Information on all Proposed Projects"*** from the Proposed Projects Options radio buttons. You will see the following screen:



2. ***Select "After School Martial Arts Program"*** from the Project Title dropdown menu. ***Click on the Edit button. Select "Public Services"*** from the Priority Need dropdown menu. ***Enter 05/01/97 as your start date and 05/31/98 as your completion date. Enter 50000 under Funding for Community Development (CDBG).*** Your Proposed Project dialog screen should appear as shown above. Change the description to: "Provide drug and alcohol counseling to residents of public housing." Change Performance Indicator to "People" and Units to "50." Enter any additional edits that you want to make to this project.

3. ***Click on the Submit box*** to indicate that you want this project to be included in your submission to HUD. The following section details the information expected for each field of the ***Proposed Projects form.***

General Instructions for Proposed Projects

The ***Proposed Projects form*** expects the grantee to relate each proposed project for the program year to a corresponding priority need and specific objective from the 3- to 5-year strategic plan (1995 Consolidated Plan). Projects should be viewed as a way of implementing your plan.

Screen Items

General Information

Project Title: Enter the name of the project.

Priority Need: Select the priority needs category that most nearly describes what you will do with the funds. Select your identified need from a list of 12 priority needs categories that are displayed when you click on the "down arrow" at the edge of the Priority Needs description box.

Priority: This box displays the relative priority level given by the grantee to this category or projects from the relevant priority needs table.

Objective: This field displays the specific objective(s) as provided by the grantee in the relevant priority needs table. This information can be edited only by reopening that priority needs screen.

Description: This is a text field that you may use to enter whatever information is necessary to describe the proposed project pursuant to 24 CFR 91.220(c). This information includes the number and type of families that will benefit from the proposed project and proposed accomplishments that you expect to see after all funds have been spent, the specific objective enumerated above (if there were more than one), and the priority need that will be addressed by the activity or project. Only four lines are visible at a time; the field will scroll the lines if more than four are necessary.

Project ID: The value of this variable uniquely identifies each project entered by the grantee. It is assigned by the computer system when the grantee first enters a project. You do not have control over its value.

Local ID: This is an optional alphanumeric field. You may use it to enter a project code of up to 18 characters that have local significance. No two projects should share the exact same code.

HUD Matrix Code: Enter the code that most nearly describes what the grantee will do with the funds. Only one project code may be used for a project. Press the dropdown button to chose the appropriate code.

Funding: This section describes how Federal and non-Federal resources will be used to address needs identified in the plan. Enter the amount of funds that will be committed to the project from the available categories: CDBG, ESG, HOME, and HOPWA.

Details: There are two details buttons. The "Details, Other Funding" button is required to identify other HUD and non-HUD sources of project funding. The "Details, Prior Funding" button identifies all prior formula grant funds from CPD program sources.

Project Details

CDBG Citation: For most matrix codes, the system will select and display on the screen the CDBG regulatory citation based on the matrix code that you select. If there is a more appropriate citation, you can edit the CDBG citation field.

Eligibility: This field will appear on the screen only if you enter an amount greater than $0 for CDBG. Grantees should indicate the National Objective for the CDBG program that this project will meet. Press the dropdown button to select the appropriate citation.

Type of Recipient: Indicate the type of recipient that will be administering the project. Click on the dropdown button to select the appropriate choices.

Performance Indicator: Grantees must enter the performance indicator that most closely measures the accomplishment of the project. This field answers the questions "Who will receive the services proposed?" or "What will be produced during the year?" Options to choose from include: People, Elderly, Businesses, Organizations, Housing Units, Feet of Public Utilities, Jobs, and more. Click on the dropdown button and choose from the available performance categories the one that best covers all accomplishments for the project.

Units: Enter the total number of the item you have indicated under Performance Indicator that you expect will be accomplished during the program year.

Start Date: Enter the date that work began or is expected to begin.

End Date: Enter the projected completion date for the project.

Project's Primary Purpose

There are two selections here. Enter a "Y" or "N" to answer the question about whether the primary purpose of the project is to benefit either the homeless or persons with HIV/AIDS.

Location

Type: There are five possible selections for this section. Press the dropdown button to select the appropriate type of location information as described below.

Address: Select the option to enter the address(es) where the project will occur. The address(es) should be as specific as possible. If you make this selection, it is preferable to enter clear address information for each project because the software cannot locate projects without numeric street addresses and city, State, and ZIP Code information. However, it will accept an address such as "First Avenue and Main Street." It will accept a block number on a specific street. After entering the address, click on **Next/Save** to save the address and return to a blank screen for entering a second address, if needed.

Community Wide: Select this option to indicate that the project will occur throughout the jurisdiction of the grantee.

CT & BG: Select this option for those projects for which you want to indicate only the census tracts and block groups in which the project is occurring. Once this option is highlighted, click on the **Add** button and a dialog box will appear for the county name, the tract number, and the block group. The block group is not required. Grantees can describe a project area with as many tracts and block groups as required by repeating the process and adding additional tracts.

N/A: Select this option for those projects for which location information is not applicable, such as administration activities.

Suppressed: Select this option for those projects for which you wish to indicate on the final table that the location information should not be public information. Spousal abuse shelters commonly request that their addresses be suppressed, for example.

Display All: Click on this option to display all location information that has already been entered for a project.

After all edits are made, click on the **Save** button and go on to the next project. When all projects are completed, click on the **Close** button.

(**Note:** Consolidated Plan regulations 91.220(b)(1) and 91.220(b)(2) require that grantees specify resources other than HUD Consolidated Plan programs [CDBG, ESG, HOME, and HOPWA]. This information may be provided by using the Details button in the Proposed Projects screen. The subsequent Details dialog box allows the grantee to specify other years of CDBG, HOME, or other HUD and Federal funds, as well as State and local sources of funds that are being used to implement the project.)

Managing Proposed Projects

C2020 has a special planning feature that aids grantees by allowing them to develop a proposed project in advance of actually funding the proposed project. This planning feature allows grantees to have backup projects to replace proposed projects that the grantee decides at some future time are unfundable. The Submit checkbox controls how the proposed project is handled.

The funding for a submitted proposed project is totaled with the other submitted projects on the Funding Sources form. When you create a submission archive, only submitted proposed projects are put into the archive.

C2020 allows grantees to manage proposed projects in several ways. You can add a new proposed project, update the information for a project, delete a project that is no longer needed, or change whether the proposed project is submitted or not.

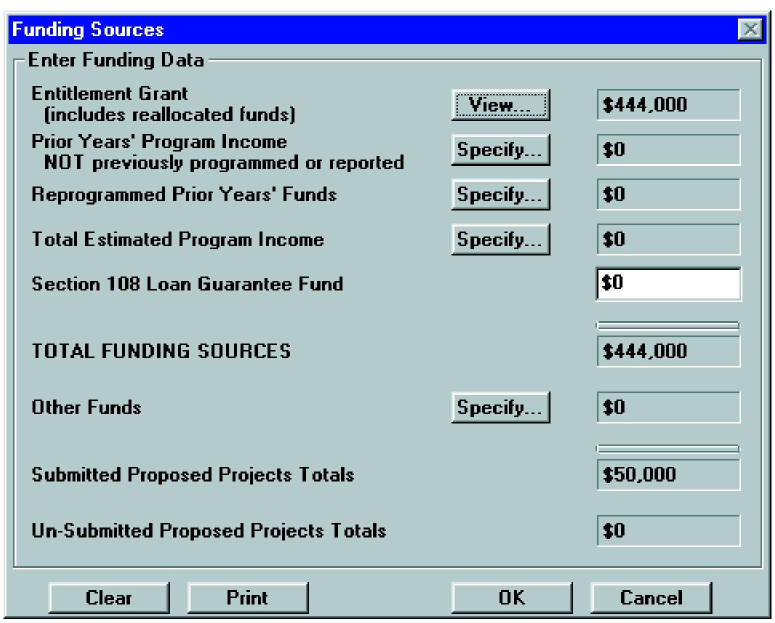
To Use the Funding Sources Form

To facilitate the public's understanding of a grantee's planning decisions, the form has been developed to reflect the grantee's total funding resources and its total proposed projects/activities. Consequently, this form provides information on the grantee's current fiscal year entitlement grants, which consist of funds from one or more of the following four CPD programs: CDBG, ESG, HOME, and HOPWA.

The form also requires the grantee to enter any reallocated funds that it received from one or more of the four CPD program grants. For the purposes of the CDBG program only, the form requires that the grantee report prior year program income and reprogrammed prior years' funds. CDBG "prior year program income" is defined as income that has accrued to the grantee during the previous program but that not been programmed or included in the grantee's prior reports on funding sources. CDBG "reprogrammed prior year funds" are defined as commitments made in whole or in part to a particular activity or activities, but then recommitted in whole or in part to another activity or activities.

On this form, the grantee reports the total of its estimated program income that it receives not only from the four CPD programs, but from its other funding sources as well (e.g., general tax revenues). Since other income and estimated program income funds may originate from different sources, the grantee is required to enter the description along with subrecipient amounts. The grantee must also report the total allocations it received under the Section 108 Loan Guarantee fund and any other funds, such as local, State, and private, that may be available as funding resources for the grantee's proposed projects during a particular program year.

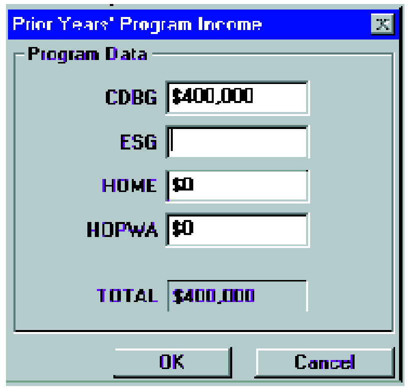
(**Note:** The totals for both funding resources and proposed projects should be equal.)



The following steps show you how to use the Funding Sources form.

To Enter Prior Years' Program Income or Reprogrammed Prior Years' Funds

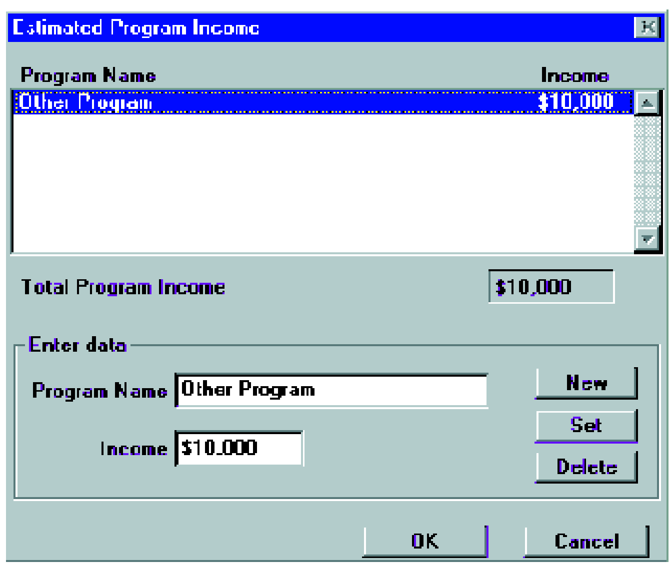
4. ***Choose Grantee, Funding Sources,*** to display the Funding Sources form.
5. ***Click on Specify*** next to Prior Year's Program Income or Reprogrammed Prior Years' Funds. C2020 displays the appropriate form and calculates the total.



6. ***Click OK.*** C2020 shows the total on the Funding Sources form.
7. ***Click OK.*** C2020 saves your entries.

To Enter Total Estimated Program Income or Other Funds

8. ***Choose Grantee, Funding Sources,*** to display the Funding Sources form.
9. ***Click on Specify*** next to Total Program Income or Other Funds.



10. To add and edit program names and incomes: ***Click on New*** to add a program; ***click on Set*** to save changes to a program; ***click on Delete*** to delete a program. C2020 calculates the total as you enter the amounts.

11. ***Click OK.*** C2020 shows the total on the Funding Sources form.

12. ***Click OK*** to save your entries.

(**Note:** As you enter amounts, C2020 calculates and displays the total of the funding sources at the bottom of the form. C2020 also displays the totals for the submitted and unsubmitted proposed projects. The total of the funding sources will need to cover the cost of the submitted proposed projects.)

To Use the SF-424

This form is required for each program that is part of the grantee's Consolidated Plan. The grantee must submit a separate form for each of the following HUD programs:

- CDBG
- ESG
- HOME
- HOPWA

This form has five pages, with information pertaining to the grantee:

- Applicant: grantee's legal name, address, contact name and telephone number, type of applicant, etc.;
- Submission: application type, submission type, various submission dates, etc.;
- Project: descriptive title of project, areas affected by project, etc.;
- Funding: Federal, State, local, or other type of funding; Congressional District of applicant; etc.; and
- Authorization: name and title of authorized representative.

To use the SF-424 you must:

13. ***Choose Grantee, SF424,*** to display the first page of the SF-424. Each SF-424 has five pages, and each program has one SF-424.

14. **Choose the desired program by clicking its radio button at the bottom of the form.** C2020 will switch to the form for that program. If you have added or changed any information for a program and choose a different program, C2020 will first display the Confirm dialog box, asking if you want to save the changes to the program. ***Click on Yes*** to save the changes ***or No*** to discard the changes.

15. **Enter or edit the required information in the edit boxes, and make choices from the dropdown lists.**

21. ***Click on Close.*** C2020 closes the SF-424. If you have added or changed any program information, C2020 will display the Confirm dialog box, asking if you want to save the changes to the program. ***Click on Yes*** to save the changes ***or No*** to discard the changes.

Introduction to Exercise 4: For State Grantees Only

The Method of Distribution: State Non-Entitlement Users form applies to State grantees only and represents a State's Action Plan. It reflects the State's various program funds, such as CDBG and HOME, and how these funds will be distributed (e.g., by competitive or formula grants) to its subrecipients. Additionally, the form indicates the minimum and maximum amounts that the grantee cites for each method of distribution.

What You Will Learn in Exercise 4

In this exercise you will learn:

- How to set up as a State grantee;
- How to use the State Method of Distribution form.

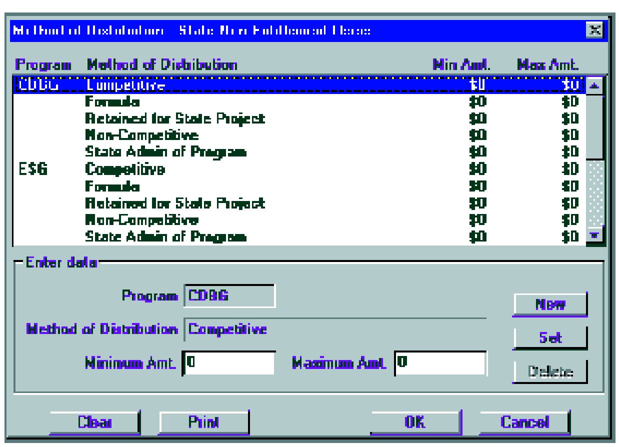
To Set Up As a State Grantee

1. ***Choose Grantee, Grantee Setup,*** to display the Grantee Setup dialog box. ***Click on Clear*** if necessary to clear the edit boxes. **Enter your State's postal abbreviation in the State edit box.** ***Press Enter.*** C2020 will display the grantees for your State.

2. **Choose the nonentitlement grantee for your State from the grantee list.** It will be in alphabetical order by your State's postal abbreviation, and have a place code ending with "0001." ***Click OK.*** C2020 displays the Start a New Year dialog box. **Continue with the steps to set the plan year in Exercise 1.**

To Use the Method of Distribution Form

3. ***Choose Grantee, State Method of Distribution,*** to display the Method of Distribution—State Non-Entitlement Users form. **Choose a method of distribution to update. Enter the minimum and maximum amounts by using the Enter data fields toward the bottom of the form.**



4. You can edit an existing method of distribution within a program or add a new method of distribution to a program. To add a method of distribution, ***click on New,*** choose the program from the dropdown list, enter the method of distribution and the minimum and maximum amounts, and ***click on Set*** to save the new entry.

5. To update a method of distribution, **highlight the method of distribution in the scroll list; make changes in the Enter data section of the form;** and ***click on Set*** to save the changes.

6. To delete a method of distribution, **highlight a method of distribution that you have added** and ***click on Delete*** to remove the entry.

   (**Note:** You can add, update, and delete any number of items. You can delete only methods of distribution that you have added. If the fields in the "Enter data" section of the form are blank, you do not need to click on New before you begin adding a new item. If you choose a program from the Program dropdown list but do not enter anything in the other fields, no item will be saved. You must at least choose a program and enter a method of distribution to be able to save an item by clicking on Set.)

7. ***Click OK.*** C2020 saves your entries.

Introduction to Exercise 5: Submitting Consolidated Plan and Action Plan Data to HUD

The last frame of the Grantee Main Menu item contains three choices that allow you to manage the data files that make up your Working Plan Year data set. Since you can have only 1 Working Plan Year at a time, there must be a way to archive the data for one year so that you can save it for reference purposes or transfer it to another user of C2020. In this exercise you will learn the methods for creating this archive, restoring an archive, and merging two data sets together. We will also show you how to view maps of your grantee project data.

What You Will Learn in Exercise 5

In this exercise you will learn:

- How to create a “submission archive” file so you can send your data to HUD in electronic format (on diskette);
- How to restore an archive file into your Working Plan Year;
- How to merge proposed projects from another computer; and
- How to view maps of Proposed Project Locations and Submitted Project Locations.

Submitting Plan Data and Action Plan Data to HUD

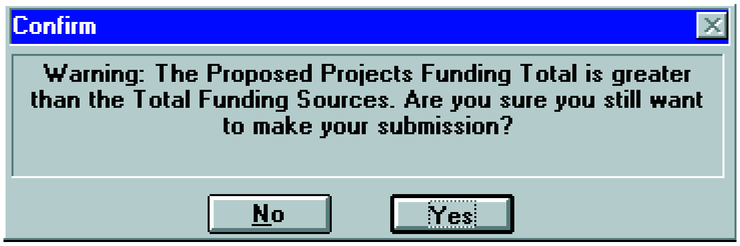
The Consolidated Plan Grantee Version of C2020 can create a “submission archive” (an electronic file) of the data that you need to send to HUD for a Consolidated Plan or an Annual Action Plan. In addition to the electronic file, you will send other information to HUD such as your signed certification forms, narrative report, and possibly maps.

Steps

1. ***Choose Grantee, Create Archive,*** to display the Create Data Archive dialog box. ***Choose Create Submission Archive.***

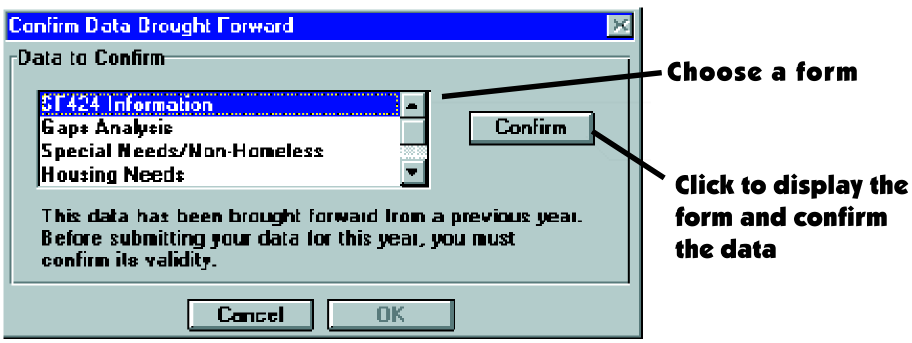
2. ***Click OK.*** C2020 checks the current data for submission.

3. If the Proposed Projects Funding Total is greater than the Total Funding Sources, C2020 displays the following message:



If you want to go ahead with the submission, ***click on Yes.*** Otherwise, ***click on No*** and revise the funding on the Proposed Projects forms, or revise the Funding Sources form.

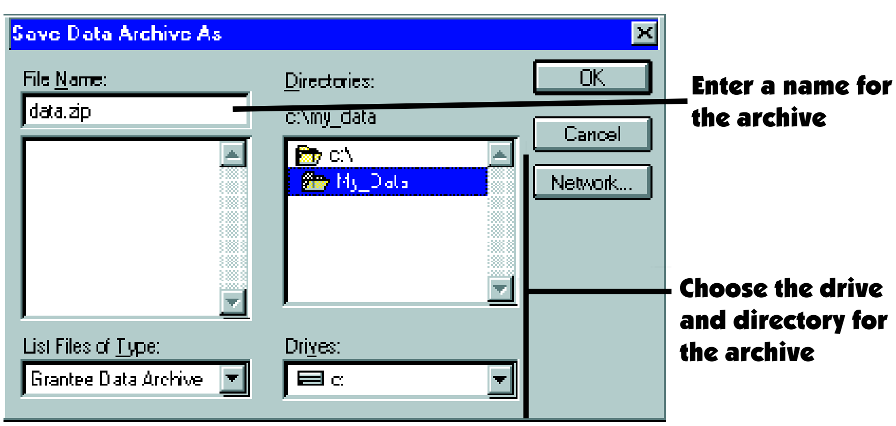
4. If you brought forward data when you started the Working Plan Year, C2020 displays the Confirm Data Brought Forward dialog box:



If you want to stop the submission process before confirming all of the data, ***click on Cancel.***

When you finish confirming all of the data, the OK button will be enabled.

5. ***Click OK.*** C2020 displays the Save Data Archive As dialog box.



6. ***Click OK.*** C2020 saves the Working Plan Year data into a submission archive file called ***DATA ZIP.*** This is a single compressed file that you can copy onto diskette and send to your HUD Field Office along with the other parts of your Consolidated Plan.

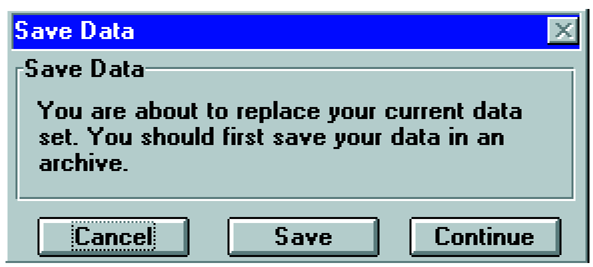
Restoring a File From Archives

When you restore a file from archives you will *replace* the Working Plan Year data on your computer with the data that exist in the archive file. You would want to do this if you want to view information you submitted in a previous year. You should be very careful to make sure you do not lose needed data on your machine when you restore from archives. Safeguard your data by creating an archive of your Working Plan Year data if it is not already backed up in an archive file.

To restore a set of data from archives, follow these steps.

Steps

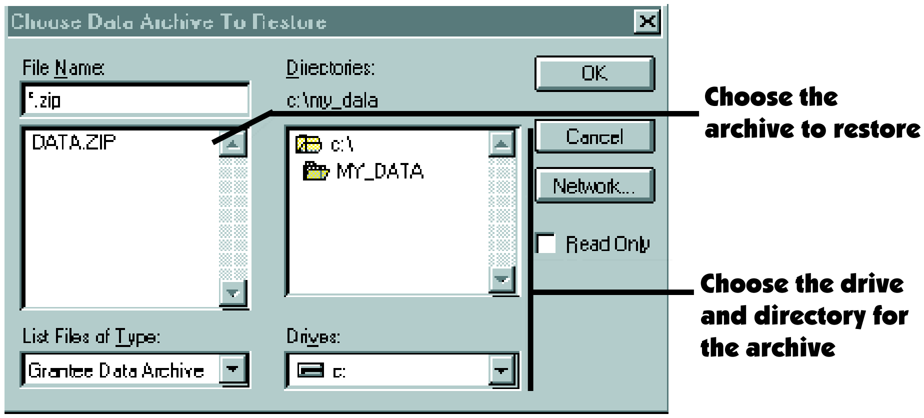
7. ***Choose Grantee, Restore From Archive,*** to display the Save Data dialog box. The dialog box suggests that you save your current data set before restoring data.



8. **Choose how to proceed according to the table below.**

To Save Data	Click on Save to display the Save Data Archive As dialog box, enter a name for the archive in the File Name box, choose the drive and directory for the archive, and click OK.
To Continue Without Saving Current Data	Click on Continue.

9. When you ***click on Continue,*** C2020 displays the Choose Data Archive To Restore dialog box.



10. ***Click OK.*** C2020 restores the data from the archive file DATA.ZIP, so your Working Plan Year data is changed to reflect the data in that file.

Merge Proposed Projects

You can merge the proposed projects from a coworker's machine by using Merge Proposed Projects from your computer. To do this, execute the following steps:

11. Have your coworker create an archive by selecting ***Grantee, Create Archive.*** Put the archive file on diskette (or a shared network drive) to make it accessible to your computer.

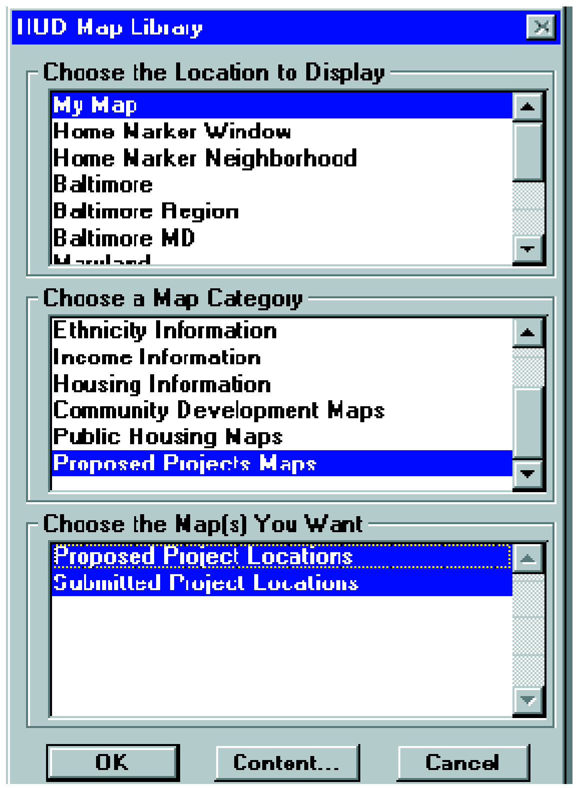
12. On your computer, select ***Grantee, Merge Proposed Projects,*** and select the drive, directory, and file name of your coworker's archive file.

13. ***Click OK.*** C2020 merges the data from the archive file into your current data. (**Note:** only the Proposed Projects from the archive file will be moved to your Working Plan Year. This procedure does not affect any of the other data in your Working Plan Year data set.)

Viewing Maps of Your Data

If you want to open a map showing proposed project locations, click on the Map Library button. Within the Map Library, a new map category called Proposed Project Maps and two new maps will appear.

14. To open these maps, **select the location of the grantee in the "Choose the Locations to Display window"** (if the grantee is not listed in this window, select Other Location; the Find dialogue box will appear; **type in the grantee's name). *Select the Proposed Project Maps*** in the Choose a Map Category window and ***select the Proposed Project Locations or Submitted Project Locations*** in the Choose the Map(s) You Want window.



Click OK.

The Proposed Project Locations map will show you a map of *all* Proposed Projects that have mappable location information. The Submitted Project Locations will draw maps of only those Proposed Projects for which the Submit box is checked. Note, however, that the Submitted Project Locations map will not show any project locations until *after* you perform the submission archive.

Chapter 7 Summary Questions

1. True or False: You must fill in all of the fields on the Proposed Projects form to mark a proposed project for submission.
2. True or False: When you assign a priority need to a proposed project, the objective field is automatically populated.
3. Which of the following Priority Needs does not have an objective?
   A. Planning and Administration.
   B. Public Services.
   C. Continuum of Care.
   D. All of the above have objectives.

Answers to these questions can be found at the end of the manual in Appendix B.